

Constructed Travel



Overview

Many transportation modes are available for performing TDY travel. Some examples include:

- For trips over 400 miles one-way, the Government's preferred mode is commercial air.
- For shorter trips, you* may choose to use a personally-owned car or motorcycle.
- The Approver may approve any transportation mode based on the circumstances.
- The Approver may direct you to use Government-provided transportation.

For ease, this Spotlight refers to all default, approved, or directed transportation modes as the *authorized transportation mode*. Using any *authorized transportation mode* allows you to receive full reimbursement for your incurred transportation expenses and payment of your mileage allowances. Constructed travel is not in play, and you do not need to use this Spotlight.

Constructed travel occurs any time you do not use the *authorized transportation mode*. When that happens, Joint Travel Regulation (JTR), par. 020201-A allows the Approver to limit your transportation reimbursement (including mileage allowances) to either the *constructed cost* of the *authorized transportation mode* or to the actual cost of the transportation mode you used – whichever is most to the Government's advantage.

*For this Spotlight, "you" are a Traveler.

Other Regulatory Guidance

Although many Joint Travel Regulation (JTR) paragraphs deal with constructed travel, in addition to the one mentioned above, these are the key to a basic understanding:

- JTR, par. 020206-M makes commercial air the Government's preferred transportation mode for TDY travel over 400 miles one-way.
- JTR, par. 020210, defines use of a private car or motorcycle as advantageous to the Government for all travel legs of 400 one-way miles or less and clarifies the reimbursable expenses if the Traveler uses those vehicle types in other situations.
- JTR, par. 020203-B lists the factors the Approver can use to determine which transportation mode is advantageous to the Government.

Noteworthy Information

Important facts about this Spotlight:

- While it provides instructions for processing constructed travel in MyTravel, it does not provide instructions on how to complete a Constructed Travel Worksheet (CTW). Those instructions are found here: <https://www.travel.dod.mil/Programs/DoD-Travel-Systems/Constructed-Travel/>.

Noteworthy Information (continued)

- A CTW is required when the Traveler does not use the directed transportation mode. It helps the Approver decide whether to limit the Travelers transportation reimbursement:
- The CTW provides the constructed cost of the directed transportation mode, plus additional monetary and mission-related considerations for the trip.
- The trip request and possibly the expense report account for the transportation costs of your selected transportation mode.
- For more information about constructed travel, see the [Introduction to Constructed Travel](#) information paper.

Reflecting Constructed Travel in a Trip Request

Most of the time, constructed travel begins before the trip starts, while you are creating your trip request. The examples demonstrate the most likely scenario, which is for an *authorized transportation mode* of commercial air and a selected mode of POV. Other scenarios will require slight adjustments to the instructions in this Spotlight. Here's how that looks:

1. Create and complete your trip request as usual but reflecting your selected transportation mode.

In the example, you will be driving your POV, so you don't need air, rail, or rental car reservations. Accordingly, you selected the hotel icon in the **Trip Search** area (Figure 1) of the MyTravel home screen, then filled out the lodging details and executed the search.

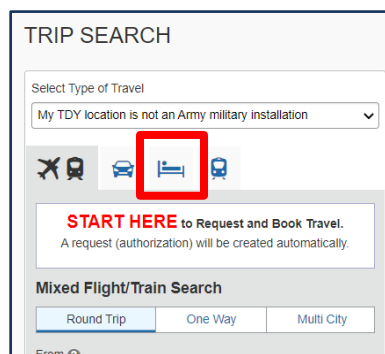


Figure 1: Trip Search Area of MyTravel Home Screen

2. Complete the rest of the trip request.

In the example, you have already entered your travel allowances (Figure 2, indicator #1), made your lodging reservation (Figure 2, indicator #2), and allocated your expenses (Figure 2, indicator #3). Because they are standard processes, those steps do not appear in this Spotlight.

3. While you are adding your expense estimates, if you will drive your own car or motorcycle, you should add a **POV Mileage** expense item for each official travel leg. An official travel leg is any trip to, from, or between official locations.

In the example, you can see these expense items at Figure 2, indicator #4.

Reflecting Constructed Travel in a Trip Request (continued)

Manage Requests

Alerts: 2

EXPENSE | POV Mileage | 04/24/2023 | \$286.24

⚠ You added a POV Mileage expense that is more than 400 miles one-way. You must complete the Constructed Travel Worksheet then use the Constructed Travel Expense. (<https://www.travel.dod.mil/Programs/DoD-Travel-Systems/Constructed-Travel/>) Your approver will review and may limit your reimbursement to the constructed cost of the directed mode of travel. If you added POV Mileage for round trip, please add POV Mileage for each, one-way trip. [View](#)

EXPENSE | POV Mileage | 04/28/2023 | \$286.24

⚠ You added a POV Mileage expense that is more than 400 miles one-way. You must complete the Constructed Travel Worksheet then use the Constructed Travel Expense. (<https://www.travel.dod.mil/Programs/DoD-Travel-Systems/Constructed-Travel/>) Your approver will review and may limit your reimbursement to the constructed cost of the directed mode of travel. If you added POV Mileage for round trip, please add POV Mileage for each, one-way trip. [View](#)

Trip from Washington to Boston \$1,323.98 [Cancel Request](#) [Submit Request](#)

Not Submitted | Request ID: 3436

[Request Details](#) [Print/Share](#) [Attachments](#) [Manage Travel Allowance](#)

TRIP
\$396.00
PNR: USERYV

EXPECTED EXPENSES

Alerts	Expense type	Details	Date	Requested
⚠	POV Mileage.		04/28/2023	\$286.24 <i>Allocated</i>
	Travel Allowances	Boston, Massachusetts	04/24/2023 - 04/28/2023	\$355.50 <i>Allocated</i>
	Hotel/Lodging (Self	Woburn, Massachusetts	04/24/2023	\$396.00 <i>Allocated</i>
⚠	POV Mileage.		04/24/2023	\$286.24 <i>Allocated</i>
				\$1,323.98

Figure 2: Expected Expenses Screen (Initial)

- A yellow warning (Figure 2, indicator #5) appears for each **POV Mileage** expense item of 400 miles or more. It asks you to attach a completed CTW (see step 5) and replace the **POV Mileage** expense item with a **Constructed Travel Expense**. That expense type does not calculate a mileage allowance, so take note of the cost totals in each **POV Mileage** expense item that you remove and add them up to get the total **Constructed Travel Expense** cost. In the example, both **POV Mileage** expense items are over 400 miles, so you must replace them both. Figure 3 shows the **Expected Expenses** screen after you've done so. Note that the cost of each **POV Mileage** expense item was \$286.24, so you entered a **Constructed Travel Expense** for \$572.48 (Figure 3, indicator #1), which is the sum of the two expense items you removed.

Reflecting Constructed Travel in a Trip Request (continued)

2

Alerts: 1

EXPENSE | Constructed Travel Expense | 04/28/2023 | \$572.48

You must attach a completed, Constructed Travel Worksheet (<https://www.travel.dod.mil/Programs/DoD-Travel-Systems/Constructed-Travel/>) before submitting this Request. Your Approver will review the Constructed Travel Worksheet and Expense then may approve or ask you to limit your Constructed Travel expense to the constructed transportation cost. [View](#)

Trip from Washington to Boston \$1,323.98

Not Submitted | Request ID: 3436

[Request Details](#) | [Print/Share](#) | [Attachments](#) | [Manage Travel Allowance](#)

TRIP
\$396.00
PNR: USERYV

EXPECTED EXPENSES

[Add](#) | [Edit](#) | [Delete](#) | [Allocate](#)

<input type="checkbox"/>	Alerts ↑↓	Expense type ↑↓	Details ↑↓	Date	Amount ↑↓	Requested ↑↓
<input type="checkbox"/>		Constructed Travel Expense		04/28/2023	\$572.48	\$572.48 <i>Allocated</i>
<input type="checkbox"/>		Travel Allowances	Boston, Massachusetts	04/24/2023 - 04/28/2023	\$355.50	\$355.50 <i>Allocated</i>
<input type="checkbox"/>		Hotel/Lodging (Self Booked)	Woburn, Massachusetts	04/24/2023	\$396.00	\$396.00 <i>Allocated</i>
						\$1,323.98

1

Figure 3: Expected Expenses Screen (Updated)

5. When you add the **Constructed Travel Expense** item, you'll get a hard stop (Figure 3, indicator #2). It requires you to attach a completed [CTW](#) and disappears after you do so. Download the CTW and attach it following the usual process for attaching supporting documents. The CTW helps the Approver decide whether your requested transportation mode is advantageous to the Government. If the Approver determines that:
 - a. It is advantageous to the Government they will approve your trip request and you will receive the full dollar value of the **Constructed Travel Expense**.
 - b. It is not advantageous to the Government, they will return the trip request, asking you to lower the dollar value of the **Constructed Travel Expense** to match the trip's constructed cost per the CTW. If that happens, you will receive an email to inform you of the fact. At that point, you must take the actions outlined in the *Reducing a Constructed Travel Expense* section of this Spotlight.

Reducing a Constructed Travel Expense

To reduce the amount of the **Constructed Travel Expense**:

1. Open the returned trip expense. It will open on the **Expected Expenses** screen (Figure 3).
2. To see the full content of the Approver's comment, select **Request Details**, then **View Timeline**. The **Request Timeline** screen (Figure 4) opens. **Close** it when you're ready to return to the **Expected Expenses** screen.

Reducing a Constructed Travel Expense (continued)

Request Timeline
Trip from Washington to Boston | \$1,323.98

Approval Flow [Edit](#)

- Pending Agency Update
- Manager Approval
Never, William A.

Request Summary

Expense Comment Constructed Travel Expense 04/28/2023 \$572.48 [View](#)
Never, William 04/07/2023
Cost to drive POV to/from Boston.

Submitted
Never, William 04/07/2023

Pending Travel Agency Update
Never, William 04/07/2023

Auto Approved
System, Concur 04/07/2023

Request Comment
Never, William 04/07/2023
Reduce the Constructed Travel Expense to the constructed cost of \$340.

Sent Back to Employee
Never, William 04/07/2023

[Add Comment](#)

[Close](#)

Figure 4: Request Timeline Screen

- On the **Expected Expenses** screen, select the **Constructed Travel Expense** line. The expense details screen (Figure 5) opens.

SAP Concur [Requests](#) [Travel](#) [Expense](#) [App Center](#) [Support](#) [Help](#)
Profile

Manage Requests

← → **Constructed Travel Expense \$340.00** [Cancel](#) [Save](#)

04/28/2023

Allocate

Transaction Date * 04/28/2023

Transaction Amount * 340.00

Currency * US, Dollar

Comment *
Reduced Transaction Amount to requested amount.

William Never 04/07/2023
Cost to drive POV to/from Boston.

[Save](#) [Cancel](#)

Figure 5: Constructed Travel Expense Detail Screen

- Update the **Transaction Amount** field to the amount the Approver stated and enter a **Comment** before you select **Save**. The **Expected Expenses** screen re-opens, displaying the new **Amount**.
- Make any other necessary changes, then re-submit the request.

Reflecting Constructed Travel in an Expense Report

Generally speaking, when you create your expense report – which you do by following the usual process steps – your **Constructed Travel Expense** carries over from your request. There are no additional steps you need to take.

However, sometimes you may start your trip as planned, but circumstances forced you to change to a transportation mode that was not approved. This happens most frequently due to weather – maybe your scheduled flight was cancelled so you rented a car and drove home instead. As you can probably guess, many other scenarios are also possible.

When that happens, you will be reimbursed for your use of the approved transportation on the outbound leg but must perform constructed travel for the return leg. The short story here is that essentially all of the steps enumerated above on the trip request apply, but you will do them on the expense report instead. There are slight variations in certain button or field names (e.g., “report” replaces “request”), but otherwise, the process is the same.